

MINUTES OF WORKSHOP MEETING OF KISSIMMEE UTILITY AUTHORITY, HELD WEDNESDAY, MARCH 23, 1988, AT 2:00 P.M., BOARD ROOM, ADMINISTRATION BUILDING, KISSIMMEE, FLORIDA.

Present at the meeting were Chairman Hord, Vice-Chairman Price, Secretary Bobroff, Assistant Secretary Jones, Director Lowenstein, Attorney Brinson, General Manager Welsh, Recording Secretary Reubelt. Director Gant was absent. Also present were George Knudsen and Pat Ryan of K & R Engineers and Constructors, Bruce Van Meter.

A. WORKSHOP MEETING CALLED TO ORDER at 2:10 P.M. by Vice-Chairman Price. Chairman Hord arrived at 2:13 P.M.

B. DISTRIBUTION CENTER/WAREHOUSE COMPLEX

1. CONTRACT FOR OWNER'S REPRESENTATIVE SERVICES

General Manager Welsh stated that staff recommends Board approval of the proposed contract provided in the packets with a change in Section 2.3, second sentence, adding the words, "KUA General Manager or his designee". The amended sentence would read: "Notify the KUA General Manager or his designee and the Architect immediately if, in the Owner's Representative's opinion, work does not conform to the Contract Documents or requires special inspection or testing."

Director Bobroff inquired about the communication and procedures between the Owner's Representative and Architect should a problem come about on the job. George Knudsen gave an example indicating that when a serious problem was discovered, they immediately took action to stop work and immediately notified the architect. He added that they had recently worked with Mr. Parson's and that there was no problem in coordination, understanding, or problem solving between them. Mr. Parsons concurred.

Director Jones asked Mr. Knudsen if it were really necessary to have an office and telephone on site as indicated in the proposed contract. Mr. Knudsen noted that the contract stipulated this was at the owner's discretion. He stated that while did not foresee the need for this, if he saw such a need arise, he would bring it to the owner's attention and any subsequent action would be at the owner's direction.

Director Jones moved to approve the contract as amended Seconded by Director Price.

Motion carried 5 - 0

2. DISTRIBUTION COMPLEX LAYOUT

General Manager Welsh reported that staff had evaluated several alternate elevations that Mr. Parsons had developed at the Board's direction, and which were received by the Board in the packets. Ken Lackey, Project Manager, highlighted the various elevations.

Director Price asked if staff had a recommendation and Mr. Welsh said that staff recommends the third elevation at a cost of \$16,500. He added that the windows and masonry front make it more desirable for an office environment than an all metal building and will allow more flexibility in future use. Director Hord noted that elevation one, the all metal building, could be finished off inside to be as functional and that it was not necessary, on that basis, to choose only between elevations two, three and four.

Director Bobroff stated that he believed the KUA should be concerned about presenting a good image; and, not knowing what will be the actual use of the building in the future, he would prefer the third elevation.

Director Jones expressed concern over the appearance of masonry on the front only and noted that it would cost an additional \$15,000 for options two, three or four in order to cover the sides. Charles Parsons noted that the wrap around could be 8 to 10 feet along the sides which would cost an additional \$1,500-\$2,000. In response to a question from Director Jones, Mr. Parsons stated the cost would be considerable to alter the facade at some time in the future since it would involve almost the same amount of materials and labor as it took initially.

Director Price agreed with the staff recommendation and felt that glass leads to a better work environment and appearance.

Director Price moved to select elevation three. Seconded by Director Bobroff.

Director Lowenstein stated that he favored elevation three, however wanted to see an overall picture of how it fits into the budget. Director Hord concurred and said he felt having everything necessary inside the building for the work to be accomplished was more important than the outside appearance.

**Motion carried 3 - 2
Directors Hord and Jones voted no**

Director Bobroff moved that the masonry be extended 10-15 feet along the sides of the building. Director Jones seconded.

Mr. Welsh asked Mr. Parsons' opinion regarding the concern over the appearance of the masonry being extended only partially along the sides. Mr. Parsons responded that he believed that 90% of the people who drive by the building will not notice that it does not go all the way back since the metal can be painted exactly the same color as the cement block and the building sits 150 feet back from the road.

**Motion carried 4 - 0
Director Hord was out of the room**

The meeting recessed at 2:43 P.M. and reconvened at 2:53 P.M.

Discussion on the floor plans continued. Director Bobroff stated his preference for good acoustical dividers rather than solid walls for office space, noting that solid walls are expensive and limit the use of the space. Charles Parsons explained that the movable walls as described would cost a great deal more money. Following discussion including expense, staff productivity and space usage, Chairman Hord polled the Board to provide direction for staff and the architect on movable partitions. The result was 4 - 1 in favor of walls: Directors Hord, Jones, Price and Lowenstein favored walls and Director Bobroff said he favored a mixture depending upon the room. Chairman Hord also noted the importance of return air plans in each room.

Chairman Hord asked that the Board give direction regarding what work should be done with respect to the second floor. Mr. Parsons stated that, if budget would allow and it is felt that the space might be used, now is the most economical time to at least put in the structure (bar joists) and to consider a plywood floor as a possible add-on when the actual cost will be known. The Board concurred with proceeding in this way.

Chairman Hord expressed concern with the potential danger of the roof leaking due to rust. Mr. Parsons recommended a roof with a standing seam at a slightly higher cost and explained how it is constructed. The Board agreed.

3. MAINTENANCE FACILITY EVALUATION

Ken Lackey, Project Manager, detailed the report provided to the Board members. General Manager Welsh stated that staff's recommendation was to proceed with the project since it would provide more quality and timely maintenance of our vehicles thereby increasing our reliability in delivery of service and, also, proceeding at this time simplifies the project development. General discussion on the recommendation took place.

Director Jones inquired about the cost of adding overhead roofs for the concrete pads to increase productivity by allowing work to continue in summer and rain. Chairman Hord added that by abutting area "A" to area "F" it would provide a covered area 90 ft. long by 60 ft. wide. Mr. Welsh stated that at the direction of the Board the maintenance facility project would include the directions of the Board with respect to the overhangs.

Bruce Van Meter asked that KUA communicate with the City regarding this plan so that they can make appropriate plans for the decrease in their maintenance program. Mr. Lackey noted that he had already communicated with Jim Emory and there seemed to be no problem from his viewpoint. Mr. Van Meter would like to know what the impact on the City will be with respect to the loss of income. Mr. Welsh will meet and discuss this with the City Manager who can then advise the City Commission.

Director Lowenstein inquired as to whether KUA or the employees provided the tools. Discussion took place on the various philosophies.

Chairman Hord summed up the direction given by the Board on this item: 1) Communication with the City Manager to discuss impact on the City and 2) re-working the layout as discussed. If these things are positive, then this Maintenance Facility proposal will become a part of the overall Distribution Complex project. The Board concurred.

4. ANNEXATION OF NORTH BERMUDA PROPERTY

Mr. Welsh reviewed briefly the background on this issue and noted that that it is a pretty even call both economically and otherwise whether or not to annex into the City. One of the big advantages of being annexed appears to be police and fire protection. He stated that the issue had been thoroughly investigated and discussed and it was time for the decision to be made.

Chairman Hord stated that the sewer is not now present in that area and he does not see that happening in the near future; so the point that KUA may be forced into hooking into the sewer is not a valid one in his opinion. Director Bobroff stated that he had mixed emotions on this issue, but besides the police and fire, another reason for annexation may be simply on the basis that we are a part of the City of Kissimmee. In response to a question on expense from Director Lowenstein, General Manager Welsh stated that to annex will cost another \$9,000-\$10,000 up front because of the impact fees, however there would be a slightly reduced city water cost (approximately \$192.00 annually). Chairman Hord stated that what makes it a particularly difficult judgement call for him is the fact that in order to annex, the impact fee for the sewer must be paid even if it is not used. In response to Director Lowenstein's questions, Mr. Parsons stated that with the overhead sprinkler system being installed (as planned), the insurance rate will not change whether the building is in the city or county.

Director Lowenstein moved to annex the subject property into the City of Kissimmee. Seconded by Director Bobroff.

**Motion carried 4 -1
Director Hord voted no**

C. CANDIDATE NOMINATION PROCEDURE

Mr. Welsh informed the Board that a question has come up as to whether it may be appropriate to go through the process of advertising and seeking input even though the Board has contemplated re-nominating Arnold Jones on the basis of his three year experience on the Board and outstanding service.

Director Lowenstein moved to re-nominate Arnold Jones for a five year term on the Kissimmee Utility Authority Board of Directors. Director Price seconded.

**Motion carried 4 - 0
Director Jones abstained**

Chairman Hord, on behalf of the Board, commended the General Manager and entire KUA staff on the excellent manner in which the move into the new Administrative Building was accomplished.

D. ADJOURNMENT Meeting adjourned at 4:15 P.M.

Attest :


Chairman


Secretary